

## Escalante Community Center

### AFTER SCHOOL PROGRAM 2020-2021

2150 E. Orange St., Tempe, AZ 85281 • 480-350-5800

Using Federal "gating criteria" [data from the State of Arizona, Maricopa County and with the health of community members and employees in mind], the City of Tempe continues to respond to the coronavirus pandemic. This includes the timing and planning of reopening facilities and restoring services. At this time, Escalante staff and parent(s)/guardian(s) dropping off or picking up their student(s) will be required to wear masks. Please refer to updated City of Tempe Covid-precautions as they become available. Thank you for your cooperation.

**The Escalante After School Program will begin on August 17th.** Youth participants age 6 through 5th grade will need to register to participate in our free after-school program. There are limited spots available for the 2020-2021 school year. Registration is done on a first come first serve basis. Registration will begin on August 10th. The after-school program begins once school is released and goes until 6:00 P.M. During this time the youth participants will engage in both educational and recreational fun. These activities include but are not limited to: fitness classes, arts and crafts, reading program, game room activities, computer room access, homework help, sports, and other classroom activities.

Each student will check-in at the gym upon arriving to Escalante to get their daily wrist band. They will then line up by grade. The staff will split the participants into rotations. If a participant wants a snack or has brought their own snack they will be able to eat at the 3:00 PM food rotation. For each rotation the participant gets to pick if they would like to go to the gym, game room, computer room or class room. If there are too many participants wanting to go to one area the staff will pick those who are sitting quietly to go with them. During the 2nd rotation those who did not get to go the first time will now have the opportunity to go.

Each participant is required to wear a mask, practice physical distancing and have their temperature taken. Staff will be present to assist participants' with this. If your student does not have a mask, one will be provided for them. Escalante will be implementing extra cleaning protocols to keep equipment and program areas as clean as possible. Equipment and supplies will not be shared between students. Equipment and supplies will be cleaned after each use or at the end of the day.

Please be aware that our program has an open-door policy. Participants are only supervised when they are in center program areas (i.e. game room, gym, class room or computer room) and may leave the building when they choose to.

Ashley Chavis  
Sr. Recreation Coordinator  
480-350-5402



### Program Dates & Times

- ◆ **ASP begins once students are released from school and ends at 6:00 PM**

Monday's through Thursday's, end of school day (2:00pm) to 6:00 PM	Friday's, end of school day (12pm) to 6:00 PM
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- ◆ **Holiday/Breaks:**

Monday, 9/7... Labor Day

Tuesday, Wednesday, Thursday...9/29 to 10/2...Early Release

Monday-Friday... 10/5 to 10/9... Fall Break

Monday, 10/12 ... Staff Development Day

Wednesday, 11/11... Veteran's Day

Wednesday, Thursday, Friday... 11/25 to 11/27... Thanksgiving Break

### Pick Up Policy

To limit the amount of foot traffic in the Escalante facility we request that parents contact the front desk or their child upon pick up of the child. If your child does not have their own cell phone, please call the front desk and provide them with your name, your child's name and child's date of birth. The front desk will then notify our after school program staff to send your child to the front lobby. Please allow at least 15 minutes for your child to come to the lobby. We will only send your child to the front if the phone call request is coming from the parent/guardian or the emergency contact listed on the registration form. Once your child is in the lobby they will be asked to sit at the front and wait for your arrival. If your child has a cell phone please call their phone prior to picking them up and request that they wait in the lobby for you. This pick up policy is only in effect during the After School program hours of Monday—Thursday 2-6 pm and Friday 12-6 pm.

### Emergencies, "Accidents" or Illness

If there are any changes to a student's contact information, phone numbers, etc., please notify Staff immediately. If a student becomes ill or needs assistance during the program, Escalante Staff will contact parents or other emergency contacts to pick-up and/or attend to the student. The student will be provided an isolated area until a parent/guardian arrives.

**To keep Staff and other students as healthy as possible, keep your child at home if they have head lice, pink eye, are not feeling well, have been sick or have a high temp. If a child arrives to Escalante with a temperature they will not be allowed to participate and will need to be picked up immediately by a parent/guardian or their Emergency Contact.**

In case of a serious accident, 911 will be called for treatment, first. An Escalante Staff or supervisor will follow with an immediate call to notify parent/guardian or emergency contact.

### **Personal Property**

The Escalante Center is not responsible for any personal items or clothing that become lost or damaged. "Found" items are placed in the lost and found closet. We ask that all personal items remain at home or in the student's backpack during the After-School Program.

### **Cell Phone Policy**

During the After-School Program we ask that all students keep their cell phones put away. We will not prevent any student from using their phone to contact parents, guardians or emergency contacts. However; if a student is continuously taking their phone out to play games or if the phone becomes a distraction, the staff will ask the student to leave their phone at the front desk in a secure location. At no time is a student allowed to take photos or videos of any patron in the community center or any staff. If this happens the student will be asked to delete the photo and/or video and will be asked to leave their phone at the front desk. If it happens again the student will face suspension.

### **Courtesy Phone Policy**

If a child needs to contact parents when they arrive to Escalante they will have the opportunity to use the courtesy phone that is for youth participants only. Please make sure your child knows the phone number that they are needing to call or has copy of it in their backpack. Our staff will be checking in the students and will be unable to look up phone numbers until all students have been checked in, which is around 2:20 PM. If you would like to call to see if your child checked in please wait until 2:20 PM, that is the time that we usually have all kids checked in.

### **Snack**

A meal is provided to After-School participants after they have checked in. This meal may include one serving of the following: a fruit or fruit cup or vegetable, cheese or yogurt, a turkey or ham sandwich, burrito, chicken nuggets, chicken sliders, hamburger sliders or peanut butter and jelly, and a milk. Students can bring their own simple-snack, juice or water bottle. Please be aware that the only time the students are allowed to eat their snacks is during the designated "snack time". Food is not allowed in the program areas.

\*If a student is arriving to the center late because of an after school club, sport or activity or because they are released at a different time than the other students they will be allowed to have a snack outside of the designated "snack time". **IF** we have meals leftover we will offer them to the student as well.

### **Special Event Days**

Students may actively participate in on-site, Escalante sponsored special events, guest speakers or performances. There may be times that we are able to offer free trips to the after-school participants. During these occasions students are picked to attend based off of behavior and those who actively participate in the after-school program.

## Behavior Management

Staff/Teachers work hard to maintain a safe, positive, and controlled environment at all times.

In order to maintain a quality program, Staff/Teachers introduce these "kids rules" and work with your students to consistently reinforce these rules:

**K** KEEP YOUR HANDS AND  
FEET TO YOURSELF

**I** INSIDE VOICES

**D** DO WALK

**S** SAFETY FIRST

**R** RESPECT OTHERS AND EQUIPMENT

**U** USE GOOD MANNERS

**L** LISTEN TO AND FOLLOW  
DIRECTIONS

**E** EVERYBODY HELPS CLEAN UP

**S** STOP SILENT ON SIGNAL

A variety of methods are used in behavior management. The most effective is keeping the student engaged in a wide variety of stimulating activities, providing plenty of choices, socialization, encouragement and praise for good behavior. Students will enjoy and participate in activities without disrupting or preventing others' enjoyment and participation.

In those rare instances when a student is not following the rules, the participant will be removed from the activity and asked to sit out. Staff and student will then discuss making better choices. If behavior problems continue, other disciplinary actions may be put into place; the student may be asked to write sentences, sit out the rest of the rotation, have a rotation option eliminated from their choices, staff will pick which rotation the student goes to.

**If Staff determine that a student cannot benefit from the After-School Program due to consistently not following the rules or presents a danger to self, staff or others; a temporary to long-term suspension will be put into effect. If behavior does not improve after a suspension the student could be placed on a contract that limits the amount of time that they can spend at Escalante.**

Staff Qualifications	Interns & Volunteers
<ul style="list-style-type: none"><li>◆ Escalante Staff meet or exceed established educational and experience requirements for the position held.</li><li>◆ Staff is supported with training, resources, supplies, and supervision to plan and implement activities to meet the unique needs of participants.</li><li>◆ Staff follow the policies and procedures of the Escalante Center and the City of Tempe.</li></ul>	<ul style="list-style-type: none"><li>◆ The Escalante Center coordinates with the City of Tempe Volunteer Office, Arizona State University and students actively enrolled in youth programs.</li><li>◆ Volunteers are interviewed and trained to work as "aids" in the program areas. At no time will an "aid" cover or fill-in for Staff.</li><li>◆ Interns and Volunteers are expected to follow the same training, orientation and guidelines as the Escalante Staff and the policies of the City of Tempe.</li></ul>